

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	MEDICAL BILLING COORDINATOR
CLASS CODE:	6610
FLSA STATUS:	NON-EXEMPT
SUPERVISORY LEVEL:	NONE
EFFECTIVE DATE:	06/14/2008
DEPARTMENT:	HEALTH - NURSING

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### **JOB SUMMARY**

Under general supervision of a Bureau Director-Nursing, performs medical billing and adjudication work for the Nursing Division of the Health Department.

### **ESSENTIAL FUNCTIONS**

Receives and reconciles payments from insurance companies, private agencies, Medicaid, Medicare, vouchers and individuals against billing reports.

Compiles and reviews invoices and monthly billing statements; monitors Medicare, Medicaid, and insurance billing error reports to ensure accuracy and to identify system flaws or training areas.

Conducts research to correct payment denials or errors and prepares denied claims for re-billing as appropriate.

Follows up on past due accounts; makes special billing and payment arrangements with clients and companies; identifies accounts and prepares files to turn over to collection.

Updates account, vendor, and customer records through computer input.

Generates periodic monthly, quarterly, or annual reports for management review and submission to county, state and federal agencies as required by various statutes, regulations or funding requirements.

Responds to financial and account questions from companies, clients or county employees; conducts research for office projects, billing/accounting as needed; attends weekly nursing supervisor meetings.

Serves as liaison with Medicare, Medicaid, and insurance representatives to insure billing processes are working correctly; furnishes providers with updated fee schedules.

Enters and tracks purchase orders.

Balances cash on hand against receipts; prepares and balances deposits; runs tapes on checks and cash; balances daily to CDP reports; posts receipts as appropriate.

Establishes and maintains various files and record systems; distributes and organizes incoming and outgoing correspondence and files.

Provides backup support for various clerical functions including the data entry of bi-weekly payroll and the collection and distribution of paychecks and related documents.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** County, Center for Medicare/Medicaid Services (CMS), and insurance regulations, policies, and practices; contract terminology and requirements; bookkeeping and filing procedures.

**Skill in:** operating a 10-key, calculator, and various computer systems and applications with speed and accuracy.

**Ability to:** establish and maintain effective working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; exercise independent judgement in researching and solving problems; conduct fiscal research and promptly respond to clients' questions; train others in billing and other processes; ability to deal with angry patrons with tact and diplomacy.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room. Work exposes incumbent to noise of crying children. Work exposes incumbent to stress associated with regular deadlines and to angry, agitated or difficult clients.

### **EDUCATION AND EXPERIENCE**

Associate's degree in accounting or a related field and two (2) years of medical coding and billing work experience. Equivalent combinations of education and experience may also be considered.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

Selected applicants may be subject to a background check.

Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.